

**DIRECTIONS FOR ISSUING PUBLIC NOTICE -
BACTERIA MONITORING & REPORTING VIOLATION**

*Notice shall be provided as soon as possible, but no later than **30 days** after the system learns of the bacteria monitoring/reporting violation. Proof of public notice, as described below, shall be completed and sent to DES within **10 days** of providing public notice.*

A COMMUNITY water system *must always* notify consumers by mailing or directly delivering the public notice to each customer receiving a bill and to other consumers to whom water is delivered.

IF persons regularly served by the system would not normally be reached by the mailing or direct delivery methods described above, the water system shall also use *at least one* of the following notification methods.

1. Publication of the notice for 3 consecutive days in a daily newspaper of general circulation that serves the area of the water system.
2. Posting the notice in public places served by the water system. [Posted notices must remain in place for as long as the violation persists, but in no case for less than 7 days, even if the violation is resolved.]
3. Furnishing a copy of the notice to radio and television stations that broadcast in the area served by the water system.

A NON-COMMUNITY water system shall notify consumers by posting the notice in conspicuous locations throughout the distribution system frequented by persons served by the system, or by mailing or direct delivery to each customer and consumer. [Posted notices must remain in place for as long as the violation persists, but in no case for less than 7 days, even if the violation is resolved.] **IF** other persons regularly served by the system would not normally be reached by the posting, mailing, or direct delivery methods described above, the water system shall also publish the notice for 3 consecutive days in a daily newspaper of general circulation that serves the area of the water system.

Additional methods (*e.g.*, electronic mail, delivery of multiple copies to hospitals and schools) may be needed since the notice must be provided in a manner reasonably calculated to reach all persons served.

The language in *italics* on the reverse side must remain unchanged. ***This language is mandatory.***

Submitting Proof of Public Notice to DES

Within **10 days** after issuing the notice, the owner of the water system shall provide proof of public notice to DES. Proof of public notice shall consist of a copy of the notice that was distributed or posted, or each of the 3 full pages of newspaper articles, **and** the following completed certification:

CERTIFICATION

I hereby affirm public notice has been provided to consumers in accordance with the delivery, content, and deadline requirements in NH Admin. Rule Env-Ws 351, as outlined above.

First Delivery Method Used: _____ Date: _____

Second Delivery Method Used (IF needed): _____ Date: _____

Signature of Water System Owner

Water System Name

Date

Proof of public notification should be faxed to (603) 271-3490 OR mailed to:

Bacteria Monitoring Section
Department of Environmental Services
Water Supply Engineering Bureau
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Routine Bacteria Monitoring Requirements Not Met

The _____ water system recently violated a drinking water monitoring requirement. Although this is not an emergency, as our customers, you have a right to know what happened and what we are doing to correct the situation.

We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an indicator of whether or not your drinking water meets health standards. During the month(s) of _____ we did not monitor or complete all required monitoring for total coliform bacteria and therefore cannot be sure of the quality of our drinking water during that time.

What should I do?

There is nothing you need to do at this time.

The table below lists the month we were supposed to test for bacteria, how many samples we were supposed to take, how many samples were actually taken, and the date on which follow-up samples were (or will be) taken.

Contaminant	Sampling month we are required to sample	Number of routine or repeat samples we were required to collect	Number of samples we collected	When all samples were (or will be) collected
Bacteria (Total coliform)				

Steps We Are Taking: _____
(describe corrective action taken to prevent future monitoring violations)

We anticipate resolving the problem within _____. For more information, please
(estimated time frame)

contact _____ of _____ at _____
(name of contact) (name of system or company) (telephone #)

or _____
(address)

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

EPA #: _____ Date distributed: _____